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Approved For Release 2001/08/09 : CIA-RDP86-00244R000200300032-7

21 MAY 1970

MEMORANDUM FOR: Chief, Planning Staff
✓ Chief, Building Planning Staff
Chief, Procurement Management Staff
Chief, Supply Division
Chief, Procurement Division
Chief, Real Estate and Construction Division
Chief, Logistics Services Division
Chief, Printing Services Division

SUBJECT : Problem Solving Seminar #5

25X1A6a 1. The Director of Logistics has selected me to represent the Office of Logistics in the Support Directorate Problem Solving Seminar #5 entitled "In What Ways can Office of Training Courses or Programs be made more Responsive to the Future Needs of the Support Directorate?" This Seminar will be held at [REDACTED] from 21 - 26 June 1970.

2. I would greatly appreciate any comments and/or suggestions you may have with specific relation to such topics as:

a. Which courses now offered by the Office of Training do you consider appropriate for personnel in your component? These should be listed in categories GS-06 and below, GS-07 through GS-12 and GS-13 through GS-15?

b. What coverages, not presently provided, would you like to have included in present courses offered by the Office of Training?

c. What new courses would you like to have the Office of Training offer?

d. What are your feelings as to the frequency and timing of applicable courses now offered by the Office of Training?

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GROUP 1
Excluded from automatic
downgrading and
declassification

OL/P+TS

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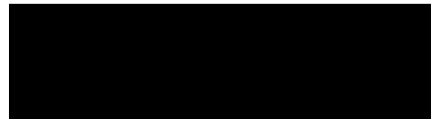
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e. Do you feel that your component would derive more benefit from courses specifically tailored to your personnel and given in an "in-house" environment by Office of Training personnel; or would more benefit be derived from sending your personnel to courses given by the Office of Training in a formal environment to a cross section of Agency personnel?

f. What unique training requirements do you have in your component which cannot be fulfilled by existing Office of Training courses and/or on-the-job training?

3. Your response to this memorandum, within the framework set forth above, will enable me to more effectively represent the Office of Logistics in subject Seminar. I would appreciate having your comments and suggestions by 12 June 1970.



OL/Training Officer

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